

**MICHIGAN DEPARTMENT  
OF  
TRANSPORTATION**

**SPECIALIZED SERVICES  
Reporting Requirements**

**PASSENGER TRANSPORTATION DIVISION  
MULTI MODAL TRANSPORTATION SERVICES BUREAU**

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Bureau Director**



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**EFFECTIVE as of 10/01/04**

## **ACRONYMS/Definitions**

CTF	Comprehensive Transportation Fund
Formula	Local Bus Operating Assistance
OAR	Operating Assistance Report submitted on the PTMS
PTD	Passenger Transportation Division
PTMS	Public Transportation Management System
TtW	Transportation to Work projects

## **SPECIALIZED SERVICES PROGRAM**

The Specialized Services Program provides operating assistance for transportation services primarily for elderly persons and persons with disabilities based on annual applications. Transportation providers are reimbursed per mile or per one-way passenger trip up to the contract maximum. Services and activities ineligible for reimbursement under this program are:

- Providing service that is not targeted to all elderly persons and persons with disabilities in the service area.
- Providing unidentified service.
- Using personal cars (except for volunteer drivers).
- Providing service primarily for "Meals-on-Wheels."
- Providing trips outside of legal service area without proper authority.
- Replacing existing services funded from other sources.
- Providing Escort Service.
- Funding administrative costs of an organization acting as a pass through agency.
- Procuring capital items.

The Specialized Services Program also provides reimbursement to agencies for volunteer drivers using their personal vehicle to transport passengers. This service is reimbursed on a per mile rate up to the contract maximum.

The use of volunteer drivers is eligible if the following requirements are met:

- Rides are provided for nonemergency medical trips and are available to any elderly person or person with disabilities.
- Local coordinating committee and local transit agency must support the service.
- Service must be available to all elderly persons and persons with disabilities in the service area.
- The private car must be in a safe operating condition and owned by the volunteer driver.

- The driver must have a valid driver's license.
- The driver must have been licensed for the past five years with no moving violations within the last two years.
- The driver has notified his/her insurance company that his/her vehicle will be used for this service.

## **PURPOSE OF MANUAL & REPORTING REQUIREMENTS**

This Manual is used to complete OARs required by the Specialized Services contract. Specialized Services OARs are required to be submitted through the PTMS. Quarterly OARs are due 40 days after the end of each quarter. Payment will be made upon the receipt and approval of the OAR. The quarters are based on the state's fiscal year which begins October 1<sup>st</sup> of each year.

## **PTMS CODES**

**611 Vehicle Miles.** Total miles traveled by vehicles for the Specialized Services Program including deadhead miles and miles associated with purchased transportation service.

**615 Passengers - Regular.** All passengers except those described in 616 - Elderly, 617 - Persons with Disabilities, and 618 - Elderly Persons with Disabilities.

**616 Passengers - Elderly.** Number of passengers 65 years of age or older. The age limit defining "elderly" may be lower under local option.

**617 Passengers - Persons with Disabilities.** Number of passengers not defined as 616 - Elderly and who have a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

**618 Passengers - Elderly Persons with Disabilities.** Number of passengers who meet the definition of both 616 - Elderly and 617 - Persons with Disabilities.

**620 Total Passengers** is computer-generated by adding the number of passengers reported in 615 - Regular, 616 - Elderly, 617 - Persons with Disabilities, and 618 - Elderly Persons with Disabilities.

**655 Total Demand-Response Vehicles.** The number of agency owned vehicles purchased with MDOT and/or FTA funds used for the Specialized Services Program. Vehicles operated by other agencies through a purchase-of-service agreement or vehicles funded through other sources should not be included in this count.

Note: The number of vehicles in the PTMS vehicle inventory will not necessarily match the number of vehicles reported in 655 Total Demand-Response Vehicles.

**656 Demand-Response Vehicles with Lifts.** The number of vehicles included in 655 that are equipped with a lift or a ramp.

### **“PAID DRIVERS” VERSUS “VOLUNTEER DRIVERS”**

The PTMS has two columns in which to report Specialized Services data. One column is labeled “Paid Drivers” and the other column is labeled “Volunteer Drivers.” Service provided by agency personnel with agency vehicles should be reported in the “Paid Drivers” column. Volunteer drivers using personal vehicles reimbursed under the Volunteer Driver portion of the Specialized Services Program should be reported in the “Volunteer Drivers” column.

Note: Service provided with an agency vehicle by a driver who volunteers his/her time is not eligible under the Volunteer Driver portion of the Specialized Services Program. In this case, the service provided should be reported in the “Paid Drivers” column.

### **COST ALLOCATIONS**

According to Rule 107 of the Michigan Department of Transportation, CTF Administrative Rules - effective May 10, 2000, Specialized Services agencies are not required to submit a cost allocation plan even if the Specialized Services agency receives funding from multiple sources. However, if a formula agency receives Specialized Services funds, the formula agency is required to submit for approval a cost allocation plan that allocates the cost between Local Bus Operating expenses and Specialized Services expenses.

**If you are not sure whether or not you need a PTD approved cost allocation plan, please contact your PTD Project Manager.**

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### **Cost Allocation Example**

Although the CTF Administrative Rules do not require a Specialized Services agency to submit a cost allocation plan for approval, the transportation organization must still allocate its costs to the individual CTF programs. The following example is provided to help illustrate the allocation of expenses associated with a transportation organization that provides both TtW and Specialized Services based on the following nonfinancial information.

### **NONFINANCIAL DATA**

	<u>TtW</u>	<u>Specialized Services</u>		<b>Total</b>
		<u>Paid Drivers</u>	<u>Volunteer Drivers**</u>	
611 Vehicle Miles	36	13		<b>49</b>
615 Pass - Regular	9	5		<b>14</b>
616 Pass - Elderly	3	10		<b>13</b>
617 Pass w Disab	3	3		<b>6</b>
618 Elderly w Disab	<u>0</u>	<u>0</u>	<u>    </u>	<u><b>0</b></u>
<b>620 Total Pass</b>	<b>15</b>	<b>18</b>		<b>33</b>

\*\*Costs for a Volunteer Driver Program are direct cost (the rate per mile paid to the volunteer driver) and should not be used when allocating costs between the Specialized Services Program (regular) and TtW. Because nonfinancial data associated with the Volunteer Driver Program is not used when allocating costs, the nonfinancial data for this column has been left blank for purposes of this example. This column should not be left blank when actually reporting data on the PTMS for the Volunteer Driver Program.

The cost allocation method can be based on miles, passengers, direct labor or other methodologies. If the cost allocation is **based on miles**, the percentage of total agency operations allocated to TtW is 73.47%.

$$\frac{36 \text{ TtW miles}}{49 \text{ total system miles}} = 73.47\%$$

This means that 73.47% of agency expenses must be reported on the TtW quarterly OAR report. Actual revenues received for TtW services must be reported.

If the cost allocation is **based on passengers**, the percentage of total agency operations allocated to TtW is 45.45%.

$$\frac{15 \text{ TtW passengers}}{33 \text{ total system passengers}} = 45.45\%$$

This means that 45.45% of agency expenses must be reported on the TtW quarterly OAR report. Actual revenues received for TtW services must be reported.

**Note: When reporting TtW financial and nonfinancial information, please be sure to report in accordance with PTD's annual Local Public Transit Revenue and Expense Manual.**

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***Most Important***

**SEEK ASSISTANCE FROM PTD WHENEVER NECESSARY**

If you have any questions please contact your PTD Project Manager or visit our website at <http://michigan.gov/mdotptd>.

If you have any problems connecting to the PTMS, please contact Kathy Urda at (517) 335-2575 or at [urdak@michigan.gov](mailto:urdak@michigan.gov).